



SNOW HILL POLICE DEPARTMENT

PERSONNEL DIRECTIVE

Training – College & University

Distribution:		All Employees		Index:		PER 04.06	
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.01 Purpose

To establish and maintain a process to encourage SHPD employees to pursue formal education.

.02 Policy

The SHPD recognizes the need for advanced levels of education for law enforcement professionals and encourages all officers to pursue higher education.

.03 Definitions

ACCREDITED COLLEGE OR UNIVERSITY: any college or university that has achieved accreditation through a nationally-recognized accrediting agency the United States Secretary of Education determines to be reliable; the Database of Accredited Postsecondary Institutions and Programs may be found on the Department of Education's website at <http://ope.ed.gov/accreditation>.

.04 Procedures

A. Educational Incentives

1. The SHPD encourages all employees to continue their education.
2. Promotional Opportunities
 - a. Officers who participate in any competitive promotional process will receive additional points on the structured resume portion of the promotional process if they have earned a college degree.
 - b. The number of points will increase as the level of education increases (e.g., a officer holding a bachelor's degree will receive a greater number of points than a officer holding an associate's degree).

B. Continuing Education for Current Employees

1. To assist employees who wish to pursue formal education, the following procedures will be followed:
 - a. Employees will be permitted to trade shifts and / or days off with the other employees in order to attend non-departmental education programs.
 - b. Trading of shifts and / or days off:
 1. will be by mutual agreement of the involved employees and the supervisor who is responsible for maintaining the schedule
 2. will not be unreasonably denied; and

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- 3. may not result in overtime for either officer.
- c. The scheduling supervisor, consistent with the manpower needs of the Department, will make reasonable accommodations to adjust work schedules to assist employees pursuing formal education.
- d. The SHPD will not restrict the number of credit hours an employee may take.
- 2. Employees will not attend classes during on-duty hours

C. College Attendance Records

- 1. Employees who have earned degrees from an accredited college or university and have not provided copies of their diplomas or transcripts to the SHPD will forward copies for inclusion in their personnel files.
- 2. Employees currently attending an accredited college or university are encouraged to forward transcripts of final semester grades to SHPD for filing in their personnel files.
- 3. Within 90 days of graduation, an employee will provide a copy of his diploma or final transcripts to SHPD.
- 4. Costs Associated with Transcripts
 - a. Employees must pay any costs associated with acquiring transcripts.
 - b. Unofficial transcripts or photocopies may be sent to SHPD to avoid the costs associated with obtaining official transcripts.
- 5. SHPD will include the most recent transcript from each institution and all diplomas in the employee's personnel file.

Approved:

Thomas G. Davis

Chief of Police 03/08/2017